



MEDCOM Centralized Civilian Recruitment Program in Support of the Global War on Terrorism (GWOT)

(Alternative Sourcing Conference)

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Director of Civilian Personnel
6-8 January 2003



MEDCOM Centralized Civilian Recruitment Program in Support of GWOT



Goals

- Staff medical support units with civilian personnel
 - Staff Augmentation for Medical Hold
 - Backfill positions vacated by deployed active duty medical personnel with civilian personnel
1. PROFIS
 2. Euro Augmentees
 3. AC Backfills

Strategies

- Target retired military and civilian personnel formerly in DoD medical positions
- Develop GWOT centralized recruitment program including:
 - Toll free number (1-800-633-3646)
 - Email info address (i.e., <http://civpers.amedd.army.mil>)
 - Website info collection point for resumes, etc.
 - Direct hire authority
 - Delegation of authority to waive 180 day wait for mil retirees
 - TSG letter requesting medical augmentation to service
 - AMEDD CORPS Chiefs message to retirees
 - VA partnership
 - OPM partnership
 - Exploit Retiree Network

Audiences

- DoD CPOs
- DOD & Army medical personnel; AMEDD Corps Chiefs
- MTFs/MSU/MEDDA C personnel
- Health Affairs/ TRICARE personnel
- Military & veteran advocacy groups
- AMEDD employees & families
- USAREC
- U.S. public
- Local & national media
- Non-DOD government agencies dealing with medical occupations
- Medical professional organizations
- VA medical personnel

Messages

- EMPLOYMENT OPPS
- Permanent and fulltime appts
- 30 day emergency appts with extensions
- One year emergency temp appts with extensions
- Up to 4 yr term appts
- 120 day contracts with extensions
- Patriotic messages, such as continuing service; duty, honor, country; caring beyond the call of duty
- MEDCOM CPO needs to develop the message

Tools/vehicles

- Media including Army Times; Army Echos; Soldier magazine; Nursing Spectrum; Clinician magazine; Military post newspapers
- Interviews
- Op-eds & letters to ed
- USAREC ads
- Web sites/electronic bulletin boards
- Brochures, pamphlets
- Congressional hearings & testimony
- Exhibits @ conferences & meetings (AMSUS, AUSA, USAA, ANC, NCOA, ROA, AARP)
- Correspondence
- Office calls & visits
- Town hall meetings
- Local & national press conferences
- Fact sheets & info papers
- Command briefings/calls



Civilian Hiring Authorities for GWOT



- **On the Spot Hiring Authority (DHA)**
 - ✓ DoD Direct Hire Authority for 11 occupations
 - Physician, PA, RN, Pharmacist, Optometrist, Podiatrist, Dentist, Dental Assistant, Dental Hygienist, and Dental Lab Tech
 - ✓ OPM Direct Hire Authority for 2 occupations
 - LPN/LVN and Diagnostic Radiologic Technician
 - ✓ 9/11 Emergency Appointment Authority
 - Maximum 2 year appointment
 - ✓ 30 Emergency Appointment Authority
 - 30 Days plus 30 Day Extension



Civilian Hiring Authorities for GWOT

- **Delegated Examining Authority (DEU)**

-All other occupations use external “announcement, referral, and selection” recruiting process

- Includes EMT, Med Tech, Nursing Assistant, OT/PT Therapist



GWOT Civilian Recruitment Sources and Processes



✓ DHA On the Spot Hire

- Source of Applicants
 - Walk-Ins
 - Co-Worker Referrals
 - GWOT-MEDIC Registrants
- Make Tentative Job Offer
- Complete Compensation Pkg
- Submit RPA

✓ DEU External Hire

- Manager Submits GWOT Designated RPA with Job Description
 - CPOC Opens DEU Job Announcement at least 10 days
 - CPOC Issues Referral - Rule of 3 and VET PREF Applies
- Manager Makes Selection (Interview/Panel, Supv Query)
- Make Tentative Job Offer
- Complete Compensation Pkg
- Submit Selection to CPOC
- Manager Initiates Credentialing Process
 - CPOC clears PPP
 - CPOC makes Binding Job Offer



GWOT Civilian Recruitment



- **Create an Automated GWOT Applicant File**
 - Repository for Applications for GWOT Occupations
- **Create a Web-Based GWOT National Registry**
 - Repository for “Interest” in GWOT Occupations
- **Both Provide Source for GWOT Fills**
 - Periodically “pull” Required Skills and “push” applicant information to MEDCOM POCs
 - POCs contact candidates for Interest and Availability
 - POCs inquire/determine process for hiring candidate
 - POCs initiate hiring actions (RPAs)



Civilian Hiring Options



- **Short Term Options**

- Detail/Reassign existing employees
- Appoint new hires using Critical Needs Emergency Authority
 - 30 day appointment, can be extended 30 more days (60 days max)
- Appoint new hires using 9/11 Emergency Authority
 - Not To Exceed 1 year, can extend one year (2 years max)

- **Long Term Options**

- Temporary, Term or Permanent Appointments
 - Use Direct Hire Authority for covered occupations
 - Use Government-wide Direct Hire for LPNs (91W equiv)
 - Use MEDCELL external process for all other occupations

- **Create Reserve Pool of TERM or PERM at RMCs for TDY Assignments**



Appointment Options



Fill one-year Requirements with TERM Appointments (1-4 year)

Fill European Augmentation Requirements with PERMANENT Appointments with 3-year overseas tour

Fill 90 or 180 days Requirements with Emergency (30 days), 9/11 (2 years) and TEMPORARY Appointments (NTE 1 year)



Work in Progress

- **MEDCOM Working Group Gathered** - Includes Reps from OPS, HP&S, Mil Pers, and Marketing
- **Utilize MEDIC at NCCPOC** - central database of *pre-qualified* health care candidates
- **OPM Engaged to Explore Recruitment Support**
- **Dedicate 2 Contractors to CPD for GWOT**
- **Request blanket ASA(MRA) waivers for all these hiring actions: dual compensation limits, buyout repayment and 180-day wait for retired military**



Planned Actions

- **Request OPM Direct Hire Authority for all identified critical need occupations**
 - For Temporary and Permanent Appointments
- **Request additional delegated examining authority (DEU) from OPM**
 - (Currently have DEU authority for 19 occupations)



Planned Actions (continued)

- **Review Special Salary Rates (SSR) by locations and request additional SSRs as needed**
- **Coordinate to receive lists of recently retired personnel in target occupations**
 - HR Command for list of AC/RC military personnel
 - Army Benefits Center (ABC-C) or OPM for civilians
- **Send TSG letter to all recently retired military and civilian personnel in target occupations**



Marketing the Need

- **Use all existing government-wide websites**
 - USAJobs, CPOL, OPM home page, Go Defense, Army Benefits Center-Civilian (ABC-C), HR Command
 - Add banners and web links
- **Advertise in civilian medical/trade journals and medical specialties associations websites**
- **Marketing Plan to be developed**



1-800 Number and Web Site Information



Applicant

Civilian Opening in Occupation covered by:

Interest & Availability

Resume Required

DoD Direct Hire (DLA)

OPM Direct Hire (DHA)

30-Day Emergency Appt.

9/11 Emergency Appt.

OPM External (DEU)

Type of Hire

On the Spot

1-14 days

Referral & Selection

15-30 days

Opening
No Opening

**Nat'l Registry/
Applicant
File**

**No Current
Civilian
Opening**

Hold Applicant
Information



***AMEDD Centralized Civilian Recruitment
Program
in support of the Global War on Terrorism***

1-800-633-3646

**[http://civpers.amedd.army.mil/HelpGWOT.
htm](http://civpers.amedd.army.mil/HelpGWOT.htm)**



Notice on MEDCOM Civilian Personnel Website



Banner Headline

New Link

MEDCOM CIVPERS.Link
U.S. Army Medical Command, Assistant Chief Of Staff For Personnel, Civilian Personnel Division, Fort Sam Houston, Texas

What's Hot
Includes Update on 180 Day Waiver - 17 Dec 03

Emergency/Deployment Guidance/Information Updated 9 May 03

Qualifications Matrix for Medical Occupations
Updated 9 May 03

Current Job Vacancies

Hiring, Placement & Promotion

Classification & Position Management

Pay & Compensation

Labor and Employee Relations

Training & Employee Development

Performance Management & Awards

Retirement, Thrift Savings & Benefits

Leave & Hours of Duty

General References

MEDCOM Civilian Centralized Recruitment Program in Support of Global War on Terrorism (GWOT) Updated 17 Dec 03

Direct Hire Authority Updated 17 Dec 03

TEAM: Transition Employment Assistance for MEDCOM/AMEDD Updated 31 Mar 03

Army Exit Survey

Human Resource Management Tools

NAF Policy and Programs

Automation & Modernization

Civilian Workforce Planning

Senior Grades & Senior Executive Service (SES)

FECA Program (Worker's Comp)

Information for Employees

Orientation for CPAC Specialists

Other Links

Quick Index

Search CIVPERS.Link

Qualifications Matrix for Medical Occupations

MEDCOM Guidance

Innovation/Local Practices Forum

APPD Civilian Personnel Proponent Division (CPPD)

Return to Main Menu

Customer Feedback

Army CPOL

ako



MCCRP-GWOT Website Information



MEDCOM CIVPERS.Link



U.S. Army Medical Command, Assistant Chief Of Staff For Personnel, Civilian Personnel Division, Fort Sam Houston, Texas



1-800-633-3646

<http://civpers.amedd.army.mil/HelpGWOT.htm>

Click [here](#) for more information on potential occupations and duty locations.

Click [here](#) to see a brief slide show on civilian support to GWOT.

**Link to
table of
Locations
and
Occupations**



Additional Website link to Army Medicine Slideshow



MEDCOM CIVPERS.Link



U.S. Army Medical Command, Assistant Chief Of Staff For Personnel, Civilian Personnel Division, Fort Sam Houston, Texas

[About CIVPERS.Link](#)

[Quick Index](#)

[Search CIVPERS.Link](#)

[Qualifications Matrix for Medical Occupations](#)

[MEDCOM Guidance](#)

[Innovation/Local Practices Forum](#)

[APPD Civilian Personnel Proponent Division \(CPPD\)](#)

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MEDCOM Centralized Civilian Recruitment Program in support of the Global War on Terrorism

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**Also Links to
Army
Medicine
GWOT Slide
Show**



Slideshow Appeal for Civilian Support to GWOT



MEDCOM CIVPERS.Link



1



2





AMEDD Civilian Centralized Recruitment Program ISO GWOT



CURRENT SITUATION

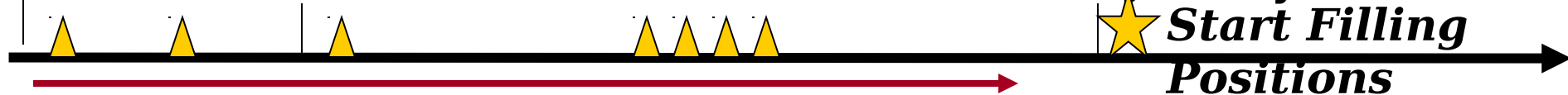
- **Purpose:** To Identify Means and Ways for Meeting Healthcare Manpower Requirements to Support GWOT
- **Objective:** Hire civilian healthcare personnel to augment the AMEDD
- **Target Audience:** Retired Military/Civilians to backfill deployed AC positions with target occupations
- **Opportunities:** Permanent and fulltime from 30 days, 120 days, and 1-4 years w/ extensions

THE NEXT STEPS

- **Send TSG Letter to Retired Military/Civilians in various medical specialties**
- **Publish the 1-800-633-3646 to the target audience immediately**
- **Develop an aggressive Marketing Plan**

MAILESTONES/TIMELINE

1 Jan 04: start filling positions



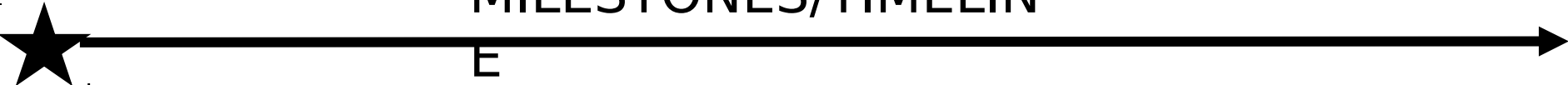
- 1 Nov 03 - Strategy Briefing to BG Ursone
- 26 Nov 03 - OPM Meeting & Directorates Civilian Hiring Options ISO GWOT Mtg
- 3 Dec 03 - Established 1-800 phone number & Crosswalk of Mil AOC/MOS w/ specialities to GWOT Requirements
- 8 Dec 03 - Rec'd PLANS Trans Requirements
- 9 Dec 03 - Received Direct Hire Authority
- 10 Dec 03 - Prepare TSG Letter
- 12 Dec 03 - Publish 1-800 Number & Dev Marketing



AMEDD Civilian Centralized Recruitment Program ISO GWOT



MILESTONES/TIMELIN

- 
- 16 Dec 03 - Request to CHRA to Expand MEDCELL/Recruitment Strategy
 - 17 Dec 03 - Request to CPACs to Support MED Resource Shortages
 - 18 Dec 03 - Approved 2 Contract GWOT Employees in CPD
 - 19 Dec 03 - CPD GWOT Brief to BG Baxter - Approved Steering Committee and Initial Meeting
 - 29-31 Dec 03 - MEDCELL/Recruitment Strategy to be Finalized
 - 29 Dec 03 - Met with COL Gilman/COL Spencer/COL Stephens to Integrate CIV and CONTRACT Recruitment
 - 29 Dec 03 - Memo to LTG Peake to Delegate the OPM DHA to MTF Commanders
 - 29 Dec 03 - Requested CHRA Flat File for TEMP and TERM Recruitment Actions Rec'd 31Dec 03
 - 5 Jan 04 - Contract Employee EOD
 - 6-8 Jan 04 - Alternative Sourcing Conference in San Antonio - Radisson Hotel Airport



Identified Requirements for Civilian Healthcare Personnel



- **PROFIS Backfills**

- One year assignments

- **Medical Support Units**

Shortfalls

- One year assignments

- **Installation Mobilization**

Support Units

- One year assignments

- **European Augmentations**

- Permanent overseas 3 year assignments

- **Active Component Backfills**

- 90 or 180-day assignments



Crosswalk of Military AOC/MOS to Civilian Occupational Series



• CROSSWALK PROCESS

- Identify Military AOC/MOS Requirements
- Match to Civilian Occupational Series
 - GS or WG Occupational Series (4Digits)
 - Official Job Title based on Predominate Skill/ (Specialty)
 - Grade of Position based on Primary Duties
 - Identify Appropriate Job Description
 - Pin-Point Duty Station
 - Prioritize Requirements (location, occupation, grade, etc)
 - Establish duration of appointment (temp, 22 term, perm)



GWOT RECRUITMENT



• North Central CPOC Provides MEDCELL Service

- **MEDCELL** Charter: PERM, All Grades for GS series 180, 185, 601, 602, 603, 610, 630, 631, 633, 644, 660, 662, 665, 667, 668, 680, 690, and 701.
- **OTHER CPOCs Provide Service**
 - For all other GS and WG Occupational Series



GWOT RECRUITMENT



• MEDCELL Charter - Permanent Hires Only

•GS 180 - Psychologist	DEU
•GS 185 - Social Worker	DEU
•GS 601 - General Health Science	DEU
•GS 602 - Physician	DoD DHA
•GS 603 - Physician Assistant	DoD DHA
•GS 610 - Registered Nurse	DoD DHA
•GS 630 - Dietitian/Nutritionist	DEU
•GS 631 - Occupational Therapist	DEU
•GS 633 - Physical Therapist	DEU
•GS 644 - Medical Technologist	DEU
•GS 660 - Pharmacist	DoD DHA
•GS 662 - Optometrist	DoD DHA
•GS 665 - Audiologist/Speech Pathologist	DoD DHA
•GS 667 - Orthotist/Prosthetist	DEU
•GS 668 - Podiatrist	DEU
•GS 680 - Dentist	DoD DHA
•GS 690 - Industrial Hygienist	DEU



Potential Occupations and Locations



-Healthcare Occupations

- Medical Officer
(all specialties)
- Physician Assistant
- Registered Nurse
(all specialties)
- Dentist (all
specialties)
- Dental Assistant
- Dental Hygienist
- Dental Lab Tech
- Pharmacist
- Podiatrist
- Optometrist

-Duty Locations

- Fort Meade, MD
- Fort Leonard Wood, MO
- Fort Bragg, NC
- Fort Dix, NJ
- Fort Monmouth, NJ
- Fort Drum, NY
- Fort Sill, OK
- Fort Jackson, SC
- Fort Bliss, TX
- Fort Hood, TX
- Fort Sam Houston, TX
- Fort Belvoir, VA
- Fort Eustis, VA
- Fort Lewis, WA
- Fort McCoy, WI
- Fort Wainwright, AK
- Fort Huachuca, AZ
- Fort Irwin, CA
- Fort Carson, CO
- Walter Reed, DC
- Fort Benning, GA
- Fort Gordon, GA
- Fort Stewart, GA
- Fort Shafter, HI
- Fort Leavenworth, KS
- Fort Riley, KS
- Fort Campbell, KY
- Fort Knox, KY
- Fort Polk, LA

***Additional Medical, Med Tech and Medical Support Occupations
are being identified
Check back for additional information***



END





GWOT RECRUITMENT



• **MEDCELL Expanded Charter - Permanent and Temp/Term Hires for all previous MEDCELL occupations plus:**

- GS 620 – Licensed Vocational Nurse OPM
DHA
- GS 630 – Dietitian/Nutritionist DEU
- GS 631 – Occupational Therapist DEU
- GS 633 – Physical Therapist DEU
- GS 644 – Medical Technologist DEU
- GS 647 - Diagnostic Radiologic Tech OPM
DHA



Preliminary GWOT Requirements by RMC



GS	GPRMC	NARMC	ERMC	PACIFIC	WESTERN	SOUTHEAST	SERMC	TOTAL
029	5						4	9
080	1							1
101	1	2					1	3
180		1				1		2
201	1							1
301	4	3			1			8
346								
404	41							41
602	53	38	16	6	7			120
603	8	13			2	5	5	28
610	88	12	3	5	6			114
621	21			1	3			24
630	2							2
633	3							3
636	1							1
640	100	18						119
644	2							2
645								
647	8				1			9
651	4							4
660	4							4
661	7				1			8
662	1	1						2
668	1							1
670	1	1						2
671	2							2
673								
680	3							3
681	2							2
682	10						1	10
688							1	
802	12							12
Total	386	89	19	12	21	6	12	537



Preliminary Crosswalk of Military AOC/MOS to Civilian Series

Series	Title	Specialty
0180	Psychologist	Various
0185	Social Worker	
0601	General Health Science	Various (e.g., Case Manager; Cytologist; Cytotechnologist; Histologist; Hearing Conservation)
0602	Medical Officer	Various
0603	Physician's Assistant	
0610	Nurse	Various
0620	Practical/Vocational Nurse	
0621	Nursing Assistant	Operating Room; Psychiatric
0622	Medical Supply Technician	
0625	Autopsy Assistant	
0630	Dietitian/Nutritionist	Research
0631	Occupational Therapist	
0633	Physical Therapist	
0636	Rehabilitation Therapy Asst	Occupational; Physical
0638	Creative Arts Therapist	
0640	Health Technician	Various (e.g., ALST/Paramedic; EMT; Dietetic Assistant; Industrial Hygiene; Patient Liaison; Urology; Medical Data; Surgical)
0642	Nuclear Medicine Technician/Technologist	
0644	Medical Technologist	Various
0645	Medical Technician	Various
0646	Pathology Technician	Cytology; Histopathology
0647	Diagnostic Radiologic Technician/Technologist	
0648	Therapeutic Radiologic Technologist	





Preliminary Crosswalk of Military AOC/MOS to Civilian Series

0649	Medical Instrument Technician	Various (e.g., Ultrasound; MRI; Cardiac Cath)
0651	Respiratory Therapist	
0660	Pharmacist	Clinical; Staff
0661	Pharmacy Technician	
0662	Optometrist	
0665	Speech Pathologist/Audiologist	Research
0667	Orthotist/Prosthetist	
0668	Podiatrist	
0669	Medical Records Administrator/Administration Specialist	
0670	Health System Administrator	
0671	Health System Specialist	
0675	Medical Records Technician/Assistant	
0679	Medical Support Assistant (fka: Medical Clerk)	
0680	Dental Officer	Various
0681	Dental Assistant	Expanded Function
0682	Dental Hygienist	Community Health; Instructor
0683	Dental Laboratory Technician	
0688	Sanitarian	
0690	Industrial Hygienist	
0698	Environmental Health Technician	
0701	Veterinary Medical Officer	
0704	Animal Health Technician	Various





Strategic Plan for Civilian Personnel



Purpose: To Identify Means and Ways for Meeting Healthcare Manpower Requirements to Support Global War on Terrorism Endeavors

Objective: Hire civilian healthcare personnel to augment the armed forces.



Strategic Plan for Civilian Personnel



- Requirements for Civilian Health Care Personnel Identified
- Hiring Options - Short and Long Term
- Appointment Options
- Work in Progress
- Planned Actions
- Marketing Plan
- Recommendations